

50-57

RECORDS MANAGEMENT PROGRAM

Superseded

RECORDS CONTROL SCHEDULE FOR THE OFFICE OF COMMUNICATIONS



RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190029-2

SCHEDULE NO.

50-57

OFFICE, DIVISION, BRANCH

Office of Communications, Headquarters

SIGNATURE

TITLE

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ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1 thru 36	Covering all files and records created or received by headquarters; showing file description and suggested retention periods.	*	Disposition instructions for each item reflected in attached schedule.
*	Volume of records reflected in annual report submitted to Records Management Staff.		

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ATTACHMENT A

RECORDS CONTROL SCHEDULE
FOR THE RECORDS OF
THE OFFICE OF COMMUNICATIONS

Item	Disposition
1. Correspondence: To include official record copies of dispatches (incoming and outgoing).	Hold three years and retire to Archives for indefinite retention.
2. Correspondence forwarded to Headquarters by Field Stations on which Headquarters was not the originator or an addressee (Lateral Correspondence).	Appropriate Staff or Division review, and retire to Archives for indefinite retention.
3. Vital Documents: Material forwarded to Headquarters which Field Stations designate as "Vital Documents".	Appropriate Staff or Division review and process for Vital Documents Repository.
4. Pouch Manifest: Form 225 or Equivalent. Receipted copy from Headquarters to Field Station which indicated contents of Headquarters pouch.	Hold three years and retire to Archives for indefinite retention.
5. Pouch Manifest Form: No. 59-33a or Equivalent. Field Station to Headquarters. Copy which indicated contents of pouch.	Hold three years and retire to Archives for indefinite retention.
6. Pouch Manifest Forms. Receipted copy between Field Stations (Lateral Only).	Hold three years and retire to Archives for indefinite retention.
7. CHRONOLOGICAL MEMO FILES: Held as only copy of non-pouch correspondence.	Hold three years and retire to Archives for indefinite retention.
8. Copies of documents produced outside OC used as background for projects.	Retire with project.

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| 9. | Reference files, extra copies of documents produced by other agencies. | Hold five years and destroy unless incorporated in subject file. |
| 10. | Subjective correspondence files containing correspondence regarding Policy, Plans, Procedure, Administration, etc. | Hold three years and retire to Archives |
| 11. | Project files. | Retire one year after termination for indefinite retention. |
| X1 | <div style="border: 1px solid black; height: 1.2em; width: 350px;"></div> | Indefinite retention. |
| 13. | Copies of all TS documents created in the OC, and TS documents originated outside the OC which are integrated in OC files. | Indefinite retention. |
| 14. | <u>Top Secret Control</u>
a. Top Secret Control Logs
b. Top Secret Cover Sheets Signature Record and Control Sheet
c. Top Secret Multiple receipt file
d. Top Secret Document Receipts
e. Top Secret Control Cards
f. Top Secret Destruction Records and/or Transfer Records and other pertinent information | Indefinite retention. |
| 15. | Logs of Alternate and Assistant Top Secret Control Officers. | Indefinite retention. |
| 16. | Registered Document Control File:
a. Copies of Registered Documents | Staffs and Divisions return to OC-RC when of no further use. OC-RC return to OCR. |

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| b. Registered Document Report.
Original to OCR. Copy held by OC-RC
Control Officer. | Hold current and previous report. |
| c. Registered material transfer report.
Copy of signed receipt on form of agency
of origin. Original in CCR. | Indefinite retention. |
| 17. Tables of organization. | Destroy six months after new T/O
received. |
| 18. Monthly and Quarterly Reports. | Hold two years then retire to Archives. |
| 19. Operational Progress Reports. | Retire with project. |
| 20. Division or Staff logs and/or Abstract Control
Tickets. | Hold two years then retire to Archives. |
| 21. Publications, Agency. | Destroy as rescinded or when obsolete. |
| 22. Intra-office publications. | Destroy as rescinded or when obsolete. |
| 23. Monthly summary accounting reports. | Hold one fiscal year and destroy. |
| 24. Extra copies of cables. | Hold two years and destroy, unless
included in subject file. |
| 25. Dossier and correspondence on firms,
organizations, etc. (cover purposes). | Indefinite retention. |
| 26. Research and developmental project files. | Hold one year after last action and
retire to Archives. |
| 27. Minutes of CSB meetings. | Hold three years and destroy. |
| 28. Station finance files. | Hold one year after post audit and
destroy. |

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| 29. Staff or Division budget (duplicate of copy in Office of Comptroller). | Destroy three years after fiscal year covered by budget. |
| 30. Motor vehicle files. | Destroy when vehicle is disposed of. |
| 31. Cargo files. | When cargo is receipted, place in inactive file, hold one year and destroy. |
| 32. Material planning card (Form 59-99). | Destroy three months after end of fiscal year. |
| 33. Stock control card. | Destroy when item is discontinued or when continuation cards bear entries over one year old. |
| 34. Material requirements. | Retain five years from date of creation and destroy. |
| 35. Requisition files. | When filled place in inactive file and hold for one year then destroy. |
| 36. Allotment Control Records. | Hold three fiscal years and retire to Archives for indefinite retention. |

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